



Date Received: _____

Staff Initials: _____

COMMUNITY DEVELOPMENT
BUILDING SERVICES DEPARTMENT
PHONE: (770) 429-4554 FAX: (770) 429-4548
2529 J.O. Stephenson Avenue, Kennesaw, GA 30144

DRIVEWAY ADDITION APPLICATION

Land Lot# _____ Parcel# _____ District _____ Zoned _____ Historic area(Y/N) _____

Project Name/Address _____

Owner's Phone Number _____ Email _____

City/State _____ Zip _____ Total SQ Ft _____

Description of work: _____

(Amount/size of area to be disturbed, drainage easements or creeks on property, etc)

NOTE:

- After submitting the completed request form, with a scaled drawing or sketch and dimensions of the parcel requested driveway will be located on, to the Building Services Department the Director of Public Works will review your request and conduct a site visit.
- If request is approved, a **fee of \$50 Permit Fee plus \$10 Technology Fee** will be collected by the Building Services Department.
- All provisions of the City of Kennesaw Unified Development Code (UDC 6.07.09) shall apply to the approved driveway additions.
- If construction begins prior to approval by the Director of Public Works, you may be required to return the parcel to its original condition.

Property Owner's/Agent's Signature _____

_____ Date

Home owner's association approval required _____ Yes _____ No

HOA Approval Signature _____

_____ Date

OFFICE USE ONLY

DWP#:

DATE ISSUED

CHECKLIST:

- ☐ Proof of ownership of property or Notarized letter from homeowner approving changes.
- ☐ Scaled Drawing of Site showing dimensions, proposed project and silt-fence installation
- ☐ Fee Paid \$ _____ Cg/Cash/Ck # _____
- ☐ Inspection of site by Director of Public Works or his designee (770-421-8582)

Permitting Approved By/date: _____

Public Works Department

PERMITS ARE: NON-TRANSFERABLE & NON-REFUNDABLE

Revised: March 2017